

**A RESOLUTION BY
FINANCE/EXECUTIVE COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR, ON BEHALF OF THE OFFICE OF GENERAL SERVICES, TO ENTER INTO A CONTRACT WITH PSI, FOR FC-6007000014, MAIL PRESORTING SERVICES, FOR THE PURPOSE OF PROCESSING THE CITY'S FIRST CLASS MAIL, IN AN AMOUNT NOT TO EXCEED AN ANNUAL AMOUNT OF THIRTEEN THOUSAND THREE HUNDRED THIRTY DOLLARS (\$13,330.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT, AND CENTER NUMBER: 1A01 (GENERAL FUND) 523001 (SERVICE, REPAIR AND MAINTENANCE) D81007 (MAIL ROOM-CITY HALL); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") requires a qualified contractor to process the City's first class mail in order to qualify for the United States Postal Services' presort discount rate; and

WHEREAS, the City did advertise for FC-6007000014, Mail Presorting Services, on behalf of the Department of General Services; and

WHEREAS, the Acting Director of the Office of General Services and the Chief Procurement Officer of the Department of Procurement have recommended that the agreement for FC-6007000014, Mail Presorting Services be awarded to the most responsive and responsible bidder, PSI.

THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY RESOLVES that the Mayor be and is hereby authorized to execute a contract, on behalf of the Department of General Services, with PCI for FC-6007000014, Mail Presorting Services, in an amount not to exceed an annual amount of thirteen thousand three hundred thirty dollars (\$13,330.00) for the purpose of processing the City's first class mail.

BE IT FURTHER RESOLVED, that the term of the agreement shall be for three (3) years with the option to renew for two (2) additional years in one (1) year increments at the sole discretion of the City.

BE IT FURTHER RESOLVED, that the City Attorney or her/his designee be and is directed to prepare the contract for execution by the Mayor, and the contract shall be approved by the City Attorney or her/his designee as to form.

BE IT FURTHER RESOLVED that the contract shall not become binding upon the City and the City shall incur no obligation or liability hereunder until the same has been signed by the Mayor and attested to by the municipal clerk, and delivered to PSI.

BE IT FINALLY RESOLVED, that all contracted work shall be charged to and paid from Fund, Account, and Center Number: 1A01-(General Fund) 523001(Service Repair and Maintenance -D81007 (Mail Room-City Hall).

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/Executive

Caption: A RESOLUTION AUTHORIZING THE MAYOR, ON BEHALF OF THE OFFICE OF GENERAL SERVICES, TO ENTER INTO A CONTRACT WITH PSI, FOR FC-6007000014, MAIL PRESORTING SERVICES, FOR THE PURPOSE OF PROCESSING THE CITY'S FIRST CLASS MAIL, IN AN AMOUNT NOT TO EXCEED AN ANNUAL AMOUNT OF THIRTEEN THOUSAND THREE HUNDRED THIRTY DOLLARS (\$13,330.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT, AND CENTER NUMBER: 1A01 (GENERAL FUND) 523001 (SERVICE, REPAIR AND MAINTENANCE) D81007 (MAIL ROOM-CITY HALL); AND FOR OTHER PURPOSES.

Council Meeting Date: September 17, 2007

Requesting Dept.: Office of General services

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislation is to have a contractor process the City's first class mail as to qualify for the lowest presort rates as established by the United States Postal Service.

A RESOLUTION BY

FINANCE EXECUTIVE COMMITTEE

THE PURPOSE FOR THIS LEGISLATIVE REQUEST IS TO HAVE A RESOLUTION PREPARED TO AUTHORIZE A CONTRACTUAL AGREEMENT WITH THE MOST RESPONSIVE BIDDER TO PROCESS THE CITY'S FIRST CLASS MAIL AS TO QUALIFY FOR THE LOWEST PRESORT RATES AS ESTABLISHED BY THE UNITED STATES POSTAL SERVICE, ON BEHALF OF THE OFFICE OF GENERAL SERVICES. ALL FUNDS WILL BE PAID FROM FUND ACCOUNT AND CENTER NUMBER 1A01(GENERAL FUND) 523001 (SERVICE, REPAIR AND MAINTENANCE) D81007 (MAIL SERVICE), WITH A NOT TO EXCEED ANNUAL AMOUNT OF

\$13,330.00 (THIRTEEN THOUSAND, THREE HUNDRED AND THIRTY DOLLARS AND NO CENTS).

2. Please provide background information regarding this legislation. The purpose of this legislation is for a Contractor to process the City's mail as to qualify for the discount presort rates established by the United States Postal Services.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Service
- (b) **Source Selection:** Competitively Bid no Sole Source
- (c) **Bids/Proposals Due:** August 1, 2007
- (d) **Invitations Issued:** Numerous
- (e) **Number of Bids:** 0
- (f) **Proposals Received:** 0
- (g) **Bidders/Proponents:** 0
- (h) **Term of Contract:** 3 years with (2) two one year renewal options.
- (i) **Fund Account Center:** 1A01 (GENERAL FUND) 523001 (SERVICE, REPAIR AND MAINTENANCE) D81007 (MAIL SERVICE)

5. Source of Funds: *Example: Local Assistance Grant:* The funding source will be from the above referenced Fund, Account and Center number.

6. Fiscal Impact: This legislation will impact the above referenced Fund, Account and Center Number within the General Fund.

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery: .N/A

This Legislative Request Form Was Prepared By: Perceta Watkins

Committee of Purview

Finance Executive Committee

Caption:

Council Meeting Date:

September 11, 2007

Legislation Title:

A resolution authorizing the Mayor to enter into a contractual agreement with PSI, FC-6007000014, Mail Presorting Services on behalf of the Office of General Services.

Requesting Department:

Office of General Services

Contract Type:

Professional Services

Source Selection:

Request for Proposals

Bids/Proposals Due:

August 1, 2007

Invitations Issued:

69

Bids/Proposals Received:

2

Bidder/Proponents:

PSI
Dove Mailing Inc.

Justification Statement:

Proposals were evaluated for two (2) Proponents and a recommendation has been made to establish PSI, as most responsive and responsible Proponent to perform the services at the City.

Background:

The purpose of this legislation is to authorize a firm to operate and manage presorting for the mail room; as a benefit to the City employees.

Fund Account Center:

1A01(GENERAL FUND)523001(SERVICE, REPAIR AND MAINTENANCE) D81007-MAIL ROOM-CITY HALL

Fiscal Impact (if any):

\$13,330.00

Term of Contract:

Term will be for three (3) years with the option to renew for two (2) additional years in one (1) year increments at the sole discretion of the City.

Method of Cost Recovery:

Not Applicable

Approvals:

DOF:

Approved

DOL:

Approved

Prepared By:

Ms. Mimie L. Woods, Contracting Officer
(404) 330-6271

Contract Number:

FC-6007000014



CITY OF ATLANTA
DEPT. OF PROCUREMENT

07 AUG 15 PM 4:23

Shirley Franklin
Mayor

CITY OF ATLANTA

SUITE 1225
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6225 Fax: (404) 658-7787
Internet Home Page: www.atlantaga.gov

OFFICE OF THE MAYOR
Chief Operating Officer
Lynnette W. Young

OFFICE OF GENERAL SERVICES
Acting Director
Mike Williams

MEMORANDUM

TO: Adam L. Smith, Procurement Chief
Department of Procurement

FROM: Mike Williams, Acting Director *MW*
Office of General Services

DATE: August 13, 2007

RE: FC-6007000014-Mail Presorting Services

The Office of General Services has reviewed the proposals for **FC-6007000014-Mail Presorting Services**. It is our recommendation that the contract be awarded to **PSI**. This recommendation was based on the below following:

- *20 years prior experience in mail processing with over 33 operations across the USA
- *Amount proposed to the City (\$13,330.00) opposed to \$16,130.00 by the other proponent

In addition to the above, this decision was also based on the evaluation criteria and the required submittals (i.e. income/balance sheets) of which PSI is in compliance.

As always, I thank you and your staff for their dedicated assistance.

MW/pw



CITY OF ATLANTA
DEPT. OF PROCUREMENT

07 AUG 15 PM 3:45

CITY OF ATLANTA

Shirley Franklin
Mayor

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE
Hubert Owens
Director
howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith Esq.
Chief Procurement Officer

FROM: Hubert Owens
Director – Office of Contract Compliance

RE: FC# 6007000014, Mail Presorting Services

DATE: August 15, 2007

The Office of Contract Compliance has evaluated two (2) Bids for minority and female business enterprise participation. Both Bidders are eligible under Section 2-1449(a) (2) (C) and both have been deemed responsive by the Office of Contract Compliance. For your information, the bidders have committed to utilizing AABE's, FBE's, HBE's, and ABE's as indicated below:

Pitney Bowes PSI

Cannon Delivery Service	FBE	6.0%
Road One Express	AABE	14.0%
Perimeter Staffing	AABE	14.0%
Total Participation		34.0%

Dove Mailing, Inc.

Custom Laser & Printing	FBE	9.0%
Road One Express	AABE	22.0%
Total Participation		31.0%

If you have questions, please contact me at (404) 330-6010 or Tracy Reed at (404) 330-6011.

cc: File
Mimie Woods, DOP

CITY OF ATLANTA
DEPT. OF PROCUREMENT

CITY OF ATLANTA
DEPT. OF PROCUREMENT

DEPT. OF PROCUREME

07 AUG -1 PM 1:55

FC-6007000014 PROJECT

DATE: August 1, 2007

TOTAL NUMBER OF PROP

[illegible]

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Perceta Watkins

Contact Number: (404) 330-6569

Originating Department: Office of General Services

Committee(s) of Purview: Finance/Executive

Chief of Staff Deadline: August 24, 2007

Anticipated Committee Meeting Date(s): September 12, 2007

Anticipated Full Council Date: September 17, 2007

Legislative Counsel's Signature: Terry Grandison - Terry Grandison

Commissioner Signature: Henry B. Davis

Chief Procurement Officer Signature: Adam Smith

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR, ON BEHALF OF THE OFFICE OF GENERAL SERVICES, TO ENTER INTO A CONTRACT WITH PSI, FOR FC-6007000014, MAIL PRESORTING SERVICES, FOR THE PURPOSE OF PROCESSING THE CITY'S FIRST CLASS MAIL, IN AN AMOUNT NOT TO EXCEED AN ANNUAL AMOUNT OF THIRTEEN THOUSAND THREE HUNDRED THIRTY DOLLARS (\$13,330.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT, AND CENTER NUMBER: 1A01 (GENERAL FUND) 523001 (SERVICE, REPAIR AND MAINTENANCE) D81007 (MAIL ROOM-CITY HALL); AND FOR OTHER PURPOSES.

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: 8/23/07 U.S. Reviewed by: [Signature]
(date) (date)

Submitted to Council: _____
(date)

CITY OF ATLANTA
DEPT. OF PROCUREMENT
6-80021 PM 11-06